

AVOIDING CONFLICTS OF INTEREST
Executive Branch Personnel Confidential Financial
Disclosure Reporting System (OGE 450)
OGE 450 Completion Checklist

Part I: Assets and Income

- ☐ If income-producing asset was not held at close of the reporting period, "X if no longer held" column is checked
- ☐ Assets and income sources fully identified (including full names of mutual funds)
- ☐ Nature of income described
- ☐ Pensions/IRA/401(k) accounts--underlying assets reported if you control the investments
- ☐ If non-federal pension is listed, agreement is reported on Part IV (Agreements and Arrangements)
- ☐ Trusts--assets reported unless Excepted Trust
- ☐ Honorarium--date shown
- ☐ Partnerships--address and business activity shown
- ☐ Real estate--address reported
- ☐ If any other earned income from an outside position is reported, position is reported on Part III
- ☐ Compare assets and income sources shown on prior report with those shown on this report:
 - ☐ all assets on prior report still held during this reporting period are shown in this part (please report them in the same order)
 - ☐ all income sources on prior report are shown in this part (please report them in the same order)

Part II: Liabilities

- ☐ "None" box checked if no reportable liabilities
- ☐ Name of creditor listed
- ☐ Address of creditor reported (city and state if a financial or commercial institution, street address if an individual or a partnership)
- ☐ Type of liability shown
- ☐ Compare liabilities listed with those shown on prior report
- ☐ All liabilities shown on prior report that carried over into this period, and that had a value > \$10,000 at any time during this reporting period, are reported

Part III: Outside Positions

- ☐ "None" box checked if no reportable outside positions
- ☐ Organization name and address (city and state) listed
- ☐ Organization type shown
- ☐ Position held reported
- ☐ Compare outside positions held with those shown on prior report
- ☐ Outside positions shown in prior report that carried over into this reporting period are identified

Part IV: Agreements or Arrangements

- ☐ "None" box checked (if no reportable agreements or arrangements)
- ☐ Status and terms of agreement or arrangement described
- ☐ Parties to agreement or arrangement shown (include addresses)
- ☐ Date of agreement or arrangement reported

Part V: Gifts and Travel Reimbursements

- ☐ "None" box checked (if no reportable gifts or travel reimbursements)
- ☐ Name and address (city and state) shown for source of item(s) reported
- ☐ Descriptions of travel gifts and reimbursements include:
- ☐ Itinerary
- ☐ Dates of travel
- ☐ Nature of gift/reimbursement (e.g., hotel room, airline ticket)

Final Checklist Before Submission of Your Report

- ☐ Your name, position, grade and agency are shown at top of each page
- ☐ Page number is listed sequentially on each page
- ☐ Any attachments to the form are labeled and clearly referenced to the appropriate part
- ☐ Certification block on first page is signed and dated
- ☐ Appropriate reporting status is checked